

The Reporter's

Notebook



The Official Newsletter of Georgia's Magistrate Court Clerks

Executive Committee 2015-2017

President:

Carla Brown, Lee County

Vice President

Cynthia Kelley, Burke County

Secretary-Treasurer:

Cheryl McMillan, Charlton County

Executive District Members 2015-2017

District 1:

Renea Daniels, Brantley County

District 2:

Amanda Rowe, Berrien County

District 3:

Jackie Norman, Lee County

District 4:

Mallory Minor, Rockdale County

District 5:

Tina Robinson, Fulton County

District 6:

Jan Streetman, Upson County

District 7:

Monika Welchel, Bartow County

District 8:

Jamie Day, Ben Hill County

District 9:

Kathy Bruce, Pickens County

District 10:

Charlese Washington, Burke County



Table of Contents

Greetings from the President.....	2
From Your Advisor	3
Caseload Reports.....	3
Membership Dues	4
Nominating Committee Report.....	5
2017 Judicial Council Meetings	6
New Intranet..	7
Clerks Corner	7
Happenings.....	8
Counties Paid in 2016	8
Magistrate Change Form.....	9

Greetings from the President

Happy spring!



I hope everyone is ready for great training and fellowship with other clerks in Athens. Don't forget, our training is June 8th and June 9th !

In January, the executive committee, along with Missy Tolbert and Douglas Ashworth of ICJE, met to plan for our training. The session had a great turn out and several training topics were discussed. In addition, our AOC liaison, Robert Aycock gave a presentation. He showed us about the new intranet that the AOC has designed and how it will be a useful tool for us as clerks to use. He will be at the training in June to show everyone how it works and the great benefits that it will offer us as clerks.

Cheryl McMillan sent out letters to all Chief Magistrates in February about our clerk dues and the training hopefully you are all registered for training. If you have not paid your dues, please see Cheryl Mc-

Millan of Charlton County. The dues are only \$15.00 per clerk and/or deputy clerk in each office. And if you haven't registered for training please contact Missy Tolbert at ICJE for a registration form.

Finally, please remember that at our business meeting in June, we will vote for our officers. If you have any questions please contact Judy Clay in Athens-Clarke County as she is the chairperson of the election committee. Without you, our council would not work.

Again, I Hope to see you all in June in Athens for some great learning and fellowship time,

Carla Brown
Lee County

From Your Advisor

Hello everyone,

Well, spring is here, school will soon be out, and it will officially be summer. Time really flies when you are having fun. It will soon be time for our next meeting and training for the Council of Magistrate Court Clerks. Our next meeting and training will be in Athens this year from June the 8th through the 9th, 2017. Missy Tolbert, Event Coordinator, of ICJE mailed out the information to you all earlier this year and we have a really good crowd of clerks coming. Missy, along with our Executive Council provided a wonderful training last year and we will be presenting another great one again this year.



To give you a brief update, your Executive committee had a Curriculum Planning meeting in Forsyth in January this year. They met with Missy Tolbert, Tiffany Sargent and the new ICJE Executive Director, Douglas (Doug) Ashworth, to plan for our June training. A great curriculum has been planned for our training and am looking forward to seeing all of you there.

Thank you, each and every one of you, for all you do for your Judges. If it were not for you all, we could not do our jobs. Remember, you are the backbone of the Magistrate Courts.

I look forward to seeing all of you in Athens in June.

Judge Connie Holt

Connie Holt
Chief Judge
Magistrate Court
Morgan County

Caseload Reports

The window for 2016 caseload reports officially closed on May 1st 2017. If you have not yet done so, please submit your court's caseload numbers to <https://myaocportal.georgiacourts.gov/login.html>

To amend or correct a previously submitted caseload report please contact Callie Weir at 404.463.6887 or callie.weir@georgiacourts.gov

The Office of Research & Data Analysis is also available to assist with any other caseload questions/issues you may have.

Membership Dues

Council of Magistrate Court Clerks, Inc.

1520 Third Street, Suite B
Folkston, GA 31537
912.496.2617

FAX: 912.496.7045

EMAIL: cmcmillan@charltoncountyga.gov

Membership dues for **2017** are \$15.00 annually per clerk/secretary. Any dues paid **between July 1, 2016 to June 30, 2017** will be marked "**paid dues**" for the year **2017**. Monies paid after June 30, 2017 will be considered "paid dues" for the year 2018.

Court Name: _____

County: _____

Contact Person/Name & Title: _____

Mailing: _____

Address: _____

Phone: _____ **Fax:** _____

E-Mail: _____

Name & Title of Clerks, Deputy Clerks & Secretaries

- | | |
|----------|----------|
| 1. _____ | 2. _____ |
| 3. _____ | 4. _____ |
| 5. _____ | 6. _____ |
| 7. _____ | 8. _____ |

If you need more space, duplicate this form. Feel free to call if you have any questions.

Amount Remitted: _____

Cheryl McMillan
Secretary-Treasurer

Nominating Committee Report

Election Year is here!

countyga.gov

Elections will be held June 8, 2017 at the annual Council of Magistrate Court Clerks Inc. training and now is the time to consider nominations! If currently you are an Executive Officer or District Representative, and would like to continue to serve in that position, please submit your nomination for yourself if you have not already done so.

All position will be open for nominations:

Executive Officer – General Membership
President
Vice President
Secretary-Treasurer

District Representatives – General Membership
Ten (10) Members Elected

- Term of office is two years
- All Officers/District Representatives need to be available to attend Magistrate Clerks Training-Curriculum Planning Meeting (usually held in January)
- All clerks are eligible to hold office

Floor nominations will be accepted for all positions.

YOU MUST BE PRESENT AT THE CLERKS TRAINING!

If there are any changes that may occur in your office, e.g. Retirement, changes of Career etc., please contact your District Representative. If you do not know what district you are in please do not hesitate to contact your Nominating Committee:
Judy Clay: Judy.Clay@athensclarkecounty.com or Athens-Clarke County Magistrate Court 706-613-3313
Julia Floyd: quitco8@eufaula.rr.com quitco8@eufaula.rr.com
Shelly Herndon: Shelly.herndon@pierce-

REMINDER: NO ABSENTEE BALLOTS CAN BE SUBMITTED

Mail or Email Nominations to:
Judy Clay, Clerk of Court Athens-Clarke County Magistrate Court
PO Box 1868
Athens, GA 30603
Judy.Clay@athensclarkecounty.com

2017 Judicial Council Meetings

April 28, 2017

The Judicial Council met in Savannah at the Hyatt Regency Savannah on April 28. Prominent Savannah attorney Sonny Seiler was recognized by the Judicial Council for his many years of service as an attorney, former State Bar President, and member of the first Judicial Council in 1974. Winners (photo below) of the statewide coloring and poster contest were voted on and announced.



February 24, 2017

The Judicial Council met in Atlanta at the Sloppy Floyd Building on February 24 for its first meeting of 2017. Presiding Justice Harold Melton, Judge Courtney Johnson, and Judge Kathy Palmer were administered the Council's oath as its newest members.

Mr. Carey Miller, Office of the Governor, and Mr. Joe Hood, Department of Community Health, spoke to the Council regarding the criminal justice e-filing initiative being led by the Governor's Office.

Committee Reports

Presiding Justice Melton reported on behalf of the Policy and Legislative Committee and the Budget Committee. Judge Allen Wigington reported that the Strategic Plan Committee has transitioned to an online format. Ms.

Karlise Grier, reporting for the Access, Fairness, Public Trust and Confidence Committee, presented the newly updated Americans with Disabilities Act (ADA) Handbook.

Justice Michael Boggs updated the membership on the work of the Criminal Justice Reform Council.

JC/AOC Report

Cynthia Clanton, Director, Judicial Council/Administrative Office of the Courts, began her report by recognizing the investiture of the Chief Justice and the Presiding Justice and spoke to the State of the Judiciary address, which was delivered by Chief Justice Hines on January 25. She noted her visit to Judge Kristina Blum's court in December and spoke to the recent visit of a State of Georgia delegation of judges to the Republic of Georgia to train judges on how to conduct jury trials. Ms. Clanton reported on the recent work of the agency in support of the Judicial Council, including the expanded Tax Refund Intercept Program, participation in the criminal justice e-filing initiative, the start of the annual case count process, and the legislative and budget processes.

She recognized the many partnerships between the agency and other entities, including the National Center for State Courts, the Judicial Qualifications Commission, the Institute of Continuing Judicial Education, the Georgia Public Defender Council, and the State Bar of Georgia.

New Intranet



The Administrative Office of the Courts has been developing a new intranet tool for use by the Magistrate Clerks. This intranet will combine all the messaging features of the current Listserv along with the ability to host documents, display upcoming events, and share useful information.

Once fully developed, the intranet can serve numerous functions and should prove a valuable resource to clerks across the state.

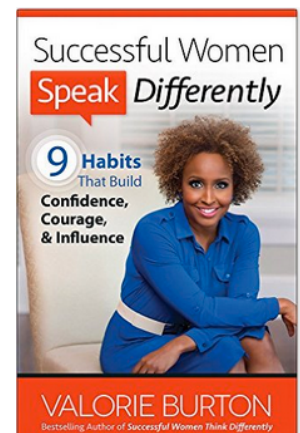
Instructions for use will be sent out to clerks and any questions can be sent to Robert Aycock at 404-463-1023, or robert.aycock@georgiacourts.gov

Clerk's Corner

Reading Highlight: Successful Women Speak Differently: 9 Habits That Build Confidence, Courage, and Influence

Stop Underestimating Yourself.

The most successful women are often not the most talented, the most gifted, or even the most experienced. What these women have is a knack for communicating that opens doors and gives them influence.



Happenings

Lee County

It looks as though there was not a winter in Southwest Georgia this year. However, there has been plenty of Southern “yellow snow”. I hope these pollen levels are not an indicator of how hot our summer will be.

There have been several changes in our Magistrate staff this year. Buddy Craver, our Chief Constable, and Jack Gleaton, our Deputy Clerk both retired. Ryan Harrington will serve as our new Chief Constable and Dawn Ralston has joined our court as a Deputy Clerk/Constable. We are looking forward to the upcoming clerks training to be held in Athens this year on June 8th and 9th. If you have not registered or paid your clerk dues, I strongly encourage you to do so. There is a very informative curriculum scheduled which will help everyone brush up on vital clerk skills. Beyond hearing from the instructions this training is an excellent opportunity to engage and learn from our fellow clerks. I look forward to seeing everyone there!

Clarke County

Clarke County is excited to welcome three new clerks since October. Jackie Cross comes to us from Madison County. Jackie is working in the Criminal Division and handles mostly misdemeanor. Tanya Cade came to us from the Department of Motor Vehicles but had also worked for the Clerk of Court here in Athens. Tanya is our Dispossessory Clerk. Most recently, Rebecca Carlin has joined us as our Civil Division Clerk. Rebecca comes to us from Gwinnett County Clerk of Court.

We are very lucky to have these three in our office. I hope you will join me in welcoming them to our Council of Magistrate Court Clerks.

2016 Council Dues Paid

County	Date Paid	Amount Paid	District
Appling	07.05.16	\$ 30.00	1
Carroll	07.18.16	\$ 75.00	6
Haralson	07.08.16	\$ 15.00	7
Lee	07.25.16	\$ 75.00	3
Rabun	07.05.16	\$ 30.00	9
Talbot	07.13.16	\$ 15.00	3
Tift	08.05.16	\$ 15.00	3
Walton	07.25.16	\$ 90.00	10
Washington	07.13.16	\$ 45.00	8

THE ADMINISTRATIVE OFFICE OF THE COURTS
SUITE 300
244 WASHINGTON STREET, S.W.
ATLANTA, GEORGIA 30334-5900
404-656-5171
FAX: 404-651-6449

NOTIFICATION OF CHANGE IN MAGISTRATE COURT PERSONNEL

In accordance with the Uniform Rules for Magistrates Courts: Rule 13. Notice of selection of magistrates, constables and clerks of magistrate court. Whenever a magistrate, constable, or clerk (but not deputy clerks) of the magistrate court shall take the oath required for office in O.C.G.A. § 15-10-3, the chief magistrate shall forward to the Administrative Office of the Courts the name and title of the person taking the oath; the name of the person being succeeded; the term of office, if appropriate; the date assuming duties; and the address and telephone number the official wishes to use for business correspondence.

CHIEF MAGISTRATE ☐ **SENIOR MAGISTRATE** ☐ **MAGISTRATE** ☐
CHIEF CLERK ☐ **DEPUTY CLERK** ☐ **CLERK** ☐ **CONSTABLE** ☐

COUNTY _____

NAME _____

ADDRESS _____

PHONE(____)_____

FAX (____)_____

EMAIL _____

GENDER: **Female** ☐ **Male** ☐ ☐ **FULL-TIME** ☐ **PART-TIME**

ATTORNEY: **Yes** ☐ **No** ☐

ELECTION/APPOINTMENT DATE: _____ **TERM from** _____ **to** _____

REAPPOINTMENT: **Yes** ☐ **No** ☐ **TERM from:** _____ **to** _____

Replacing someone? _____ **If So, Who?** _____

Has this person ever served as a magistrate? If so, when and in what county? _____

(Optional) **Are you Spanish/Hispanic/Latino** **Yes** ☐ **No** ☐

(Optional): RACE **African American (Black)** ☐ **Asian \ Pacific** ☐

Euro American (White) ☐ **American Indian or Alaska Native** ☐

Fax or mail this form to the Administrative Office of the Courts at the contact information above.

Submitted by: **NAME** _____

ADDRESS _____

PHONE # _____

